

4.920 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, PASTOR NOMINATING COMMITTEE

4.923 Churches in Transition

The Committee on Ministry (COM) and Churches which are in pastoral transition will normally use the following guidelines for this period.

A. Stage 1: Saying Goodbyes

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| (1) | The minister receives a call; informs COM and Session. | Minister |
| (a) | Agreement on date of departure and use of accumulated vacation and study leave. | Session |
| (b) | File Member Change Form with Board of Pensions. | Minister/Clerk |
| (2) | Congregational meeting called to dissolve Pastoral Relationship (4.402). | Session |
| (a) | COM/Area Rep(s) attend meeting. | Area Reps |
| (b) | COM informed of results of congregational meeting. | Clerk of Session |
| (c) | Presbytery acts to dissolve the Pastoral Relationship. | COM |
| (3) | Minister completes exit interview with COM. | Minister |
| (4) | Session meets with Area Rep(s) | Area Reps |
| (a) | Event planned for congregation to express appreciation for ministry. | Session |
| (b) | Guidelines for Churches without Ministers (4.301) and role of current minister presented. | Session |
| (c) | Agree on plan for how to fill pulpit during Interim (4.303). | Session |
| (d) | Assign church member or committee task of securing interim/pulpit supply. | Session |
| (e) | Interim Pastor Search committee assigned. | Session |
| (f) | Train Interim Pastor Search committee. | EP and/or COM |
| (5) | COM assigns Interim Moderator of Session. | COM |
| (6) | Lead worship the week after minister leaves and explain to the congregation to move methodically into the interim process—don't rush the search. | EP and/or Area Reps |

B. Stage 2: The Interim Period—Preparing for the Search

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| (1) | Session meets with Area Reps and Interim Moderator: | Moderator |
| (a) | Begin work on Church Information Form (CIF) | Session |
| (i) | Complete Pastoral Activities Form | |
| (b) | Budget set for PNC search process and moving costs. | Session |
| (c) | Mission statement reviewed/prepared. | Session |
| (d) | Create/revise position description and | Session and |

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| | remuneration package for position | Moderator |
| (2) | Instruct Church Nominating Committee to prepare list of nominees for Pastoral Nominating Committee (PNC). (4.921). | Session |
| (3) | Congregational Meeting called to elect PNC. | Session/ Area
Reps |
| (4) | (a) Call process explained to congregation.
PNC meets with Area Reps: | Session
PNC/Area Reps |
| | (a) Elect PNC Moderator & Secretary | PNC |
| | (b) EEO provisions & Minnesota Statutes 148A requirements explained and affirmed by PNC. | Area Reps |
| | (c) Presbytery’s expectations for ministers and Call Criteria explained (4.925). | Area Reps |
| | (d) PNC member identified who will report to congregation and session. | PNC |
| | (e) Collect statistical data on the church from Presbytery Office. | Session/PNC |
| | (f) Review ‘Churches in Transition’ and set dates for completion of each stage (4.301). | PNC |
| (5) | Potentially identify two subcommittees: | PNC/Session |
| | (a) <u>Survey Committee</u> : Prepare, distribute, collect and summarize results of survey conducted with the congregation on what they want/need in the next Called pastor and inform congregation on results. | |
| | (b) <u>Advertising Committee</u> : Develop strategy for drawing interest to the pastoral position, advertisement for print, and collecting marketing items of the area/region within the budget set by the Session. | |
| (6) | PNC completes CIF and submits for Session approval. | PNC |
| (7) | CIF signed by PNC Moderator & Session Clerk. | PNC/Clerk |
| (8) | CIF approved by COM, signed by area reps, and electronically sent to Louisville by the Presbytery of Northern Waters (PNW) Office. | COM/PNW |

C. Stage 3: The Interim Period—The Interview Process

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| (1) | PNC receives initial group of Personal Information Forms (PIFs) from the PNW. | PNC
Moderator |
| (a) | Prior to reading the PIFs, PNC telephones each potential Candidate to assure they have interest in the position. | PNC |
| (b) | If the potential candidates are interested, make copy of PIF for each PNC member to begin search process. | PNC
Moderator |

Note: After the initial group of PIFs are distributed from Louisville, any add’l. PIFs received from Louisville and

self referred PIFs need to have an acknowledgement letter sent to the potential candidates (the initial group of PIFs do not need an acknowledgement letter since they are not aware their PIFs are being reviewed).

- (2) PNC meets with Area Rep regarding interview process.
 - (a) Discuss method of sorting through PIFs Area Reps
 - (b) Select ten PIFs and contact regarding continuing interest.
 - (c) Concerns regarding confidentiality, appropriate questions, issues of disability. Area Reps
 - (d) Create and send packet of information on region to the 10 potential candidates. PNC
 - (e) Conduct phone interviews of up to eight candidates. PNC
 - (f) Discuss concerns regarding reference checks with PNC. Area Reps
 - (g) Send letter regarding reference checks to candidates. PNC
- (3) Narrow list to four finalists.
 - (a) Request permission for secondary reference checks. PNC/Area Reps
 - (b) Give full PIFs to COM & Executive Presbyter (EP) and ask them to conduct preliminary reference checks. COM Chair/EP
 - (c) PNC informs CPM if any of the finalists are students awaiting a first call. PNC/CPM
 - (d) It is preferable to invite up to 4 candidates (and their spouses) to be interviewed in person and preach in “neutral” pulpit. PNC
 - (e) PNC request Statement of Faith from finalists; distribute copy to Area Reps; Area Reps distribute to EP and COM members. PNC/Area Reps
 - (f) Send additional regional information to the finalists who will preach at a neutral pulpit. (i.e. brochures on local colleges, info. on PNW, real estate guides, church bulletins, newsletters & photos, etc.) PNC
 - (g) Contact area PNW churches for hosting neutral pulpit visits and invite Area Reps to the neutral pulpit worship service. PNC/Area Reps
 - (h) 2 - 3 COM members interview finalist during neutral pulpit visit; if they have concerns regarding the potential candidate, they will inform the COM and the PNC; if the PNC still wishes to pursue the finalist after a negative recommendation, the finalist must interview with the full COM prior to scheduling the candidating visit with the congregation. (4.504) PNC/Area Reps/ COM
 - (i) Send letter to finalists regarding Minnesota Statutes 148A. COM/PNW

- (j) Conduct in-depth secondary reference checks on finalists. PNC
- (4) Candidates no longer under consideration inform as soon as possible. PNC
- (5) PNC unanimously makes a final decision.
 - (a) COM informed of decision.
 - (b) CPM informed if a candidate is a student awaiting a first call. PNC
 - (c) CPM checks to make sure all requirements are satisfied before further negotiations take place. CPM
 - (d) Negotiate remuneration package with finalist using Presbytery form and secure agreement with Area Reps (4.504). PNC/Area Reps
 - (e) Minnesota Statutes 148A regarding improper sexual contact successfully fulfilled. COM/EP
 - (f) Finalist invited to preach for and meet the congregation. PNC
 - (g) Finalist appears before COM before s/he candidates with church. COM

D. Stage 4: The Interim Period—Extending the Call

- (1) PNC meets with Session PNC/Session
 - (a) Agreement given on remuneration package and starting date.
 - (b) Congregational meeting called to hear recommendation of PNC. PNC
 - (c) Call form completed. PNC/Area Reps
- (2) Informational packet on finalist sent to members prior to congregational meeting. PNC
- (3) Confirm Moderator for Congregational meeting. PNC/Area Reps
 - (a) Hold meeting and take congregational vote (4.924). Congregation
 - (b) Meeting docket follows Presbytery recommendations. PNC
 - (c) Provisions made to introduce finalist’s family (if appropriate).
 - (d) Call form signed by PNC/finalist and given to COM. PNC/Area Reps
- (4) COM concurs with the call.
 - (a) COM affirms congregation’s action and recommends to Presbytery. COM
 - (b) Presbytery mentor assigned (4.506). COM
 - (c) Administrative Commission identified (3 ministers & 3 elders), date of installation service set. PNC, COM & Minister
 - (d) Coordinate reception following installation service. Minister & PNC

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| (5) Other finalists informed of decision as soon as possible. | PNC |
| (6) Louisville informed of action. | PNW |
| (7) Member Change Form sent to Board of Pensions. | Minister/Clerk |
| (8) Plans made to welcome incoming pastor (and family) upon arrival. | PNC/Session |
| (9) PNC works with the Session to assist the new pastor and the congregation in the transition to new leadership. | PNC/Session |